



Denise Juneau, Superintendent  
Montana Office of Public Instruction  
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Helena, Montana 59620-2501  
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ATTN: Educator Licensure

## Update Form Class 2 Standard Teaching License to Class 1 Professional Teaching License

### USE THIS FORM WHEN THE FOLLOWING CONDITIONS EXIST:

- You hold an active, Class 2 Montana Standard Teaching License; *and*
- You have completed either:
  - a master's degree
  - or one year of study consisting of at least 30 graduate semester credits beyond the bachelor's degree in professional education or an endorsable teaching area; *and*
- You can verify 3 years of successful teaching experience.

### SECTION I: Educator Information

Last Name	First Name	Middle Name	Former Name(s)		
Mailing Address (Street, RFD, PO Box)		City	State	ZIP	E-Mail Address
Folio Number	Social Security No	Date of Birth	Home Phone		Work Phone

### SECTION II: Verification of Requirements Met:

<b>1. Official transcript verifying your Master's degree or the fifth year of study;</b>  <i>Official transcripts may be sent from your university directly to OPI. Photocopies, official grade reports or internet-based grade reports will not be accepted.</i>	<input type="checkbox"/> Enclosed <i>or</i> <input type="checkbox"/> Coming from University
<b>2. Verification of Education Experience form(s), completed by your employer(s).</b>	<input type="checkbox"/> Enclosed <i>or</i> <input type="checkbox"/> Coming from Employer(s)

### SECTION III: Signature

Signature	Date
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### NOTES:

*No fee is required with this form.*

*The validation dates of your license do not change when updating from a Class 2 to a Class 1 license. Your Class 1 license will still expire on the same date your Class 2 license would have expired.*

*Please be sure to verify your new license once it is received for accuracy of endorsements and dates.*